



Maine Department of Transportation
Open Competitive
OFFICE ASSOCIATE II

Bulletin 11-24

CODE: 6542

RANGE: 13 (\$25,958.40 – 36,358.40)

Value of State-paid Health & Dental Insurance

\$359.00 bi-weekly: Less than or equal to \$30,000.00 – 5% Employee Contribution of Premium

\$340.81 bi-weekly: Greater than \$30,000.00 or equal to \$79,999.00 – 10% Employee Contribution of Premium

Value of State's share of employee's retirement: 14.94 % of pay.

SEARCH OPENED: 06/17/2011

CONTACT: Jean Higgins

CLOSING DATE: 06/30/2011; 4:30 p.m.

TELEPHONE: (207) 624-3675

POSITION TYPE: Permanent full-time **LOCATION:** Augusta **POSITION #:** 02500-2459

BUREAU/DIVISION: Project Development/Contracts Office

JOB DESCRIPTION: This is advanced clerical work of an independent nature. Responsibilities include, but are not limited to: drafting letters, processing electronic vouchers and invoices, tracking and logging in bid information, understanding details and time requirements of the contract process, filing final documents into Tedocs, processing journal entries, managing administrative files, reference library maintenance, compilation and distribution of books and manuals. Additional duties include backup for telephone coverage, mail distribution and photocopying. Work is performed under limited supervision.

MINIMUM QUALIFICATIONS: In order to qualify, you must have training, education or experience in office and administrative support work that demonstrates 1) competency in applying a solid knowledge of modern office practices to perform complex, varied office support tasks and 2) the ability to use independent decision-making on the appropriate processes to follow, information to process and actions to take in accordance with standard procedures.

SELECTION PROCESS: This posting may not allow time for employees not already on the register to be scored, and placed on the register. **This is an "Apply Now" application method found at (http://www.maine.gov/bhr/state_jobs/open_jobs.shtml)** Employees on the register that are interested in this location but have not indicated so on their application may do so by calling the Bureau of Human Resources at 624-7761. This may or may not place them in the top six candidates, depending on their raw standing on the register. Qualified candidates will be certified to this Department from the existing register at the State Bureau of Human Resources. Internal transfers (those already in the above classification for MaineDOT) who are interested in an interview may contact **Jean Higgins at 207-624-3675** to be interviewed along with certified candidates.

PLEASE NOTE: AN EMPLOYEE WHO TRANSFERS TO A POSITION IN THE PRO/TECH, SUPERVISORY, OR ADMINISTRATIVE SERVICES BARGAINING UNITS OF MSEA MUST REMAIN IN THAT POSITION A MINIMUM OF SIX (6) MONTHS BEFORE HE/SHE IS ELIGIBLE TO APPLY FOR ANOTHER TRANSFER. THIS REQUIREMENT DOES NOT APPLY TO SEASONAL EMPLOYEES

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